



### Creating a Federal Contract Overview

Contracts represent an agreement between the Agency and a customer. A customer can be a Federal Agency, a local government, company, or an individual. Federal Contracts are created in Cardinal as Rate-based Contracts.

Federal Contracts are created in Cardinal based on the data contained in the Federal-Aid Project Agreement (Federal Agreement) received from the Federal Highway Administration (FHWA).

**Note:** This process excludes Federal agreements requiring manual billing process.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

#### Revision History

| Revision Date | Summary of Changes                               |
|---------------|--------------------------------------------------|
| 9/1/2026      | Updated to reflect the Cardinal system upgrades. |
| 8/26/2025     | Baseline.                                        |



# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

### Sample FHWA Federal-Aid Project Agreement

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------|---|----------------------------------|---|--------------------------|---|
| Run Date: 03/10/2017<br>Run Time: 15:34:04                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | U.S. DEPARTMENT OF TRANSPORTATION<br>FEDERAL HIGHWAY ADMINISTRATION<br>FEDERAL-AID PROJECT AGREEMENT                                                                                 | Report: FMISD05A<br>Page 1 of 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
| RECIPIENT: 51-Virginia                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | FEDERAL PROJECT NO: 0005340                                                                                                                                                          | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |                  |   |                                  |   |                          |   |
| RECIPIENT PROJ. NO(S): HSIP969583101                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                      | 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |                  |   |                                  |   |                          |   |
| <p>1. The State through its department of transportation, or other recipient, has complied, or hereby agrees to comply, with the applicable terms and conditions set forth in (a) Title 23, U.S. Code, highways; (b) The regulations issued pursuant thereto, and the policies and procedures promulgated by the Federal Highway Administration; and (c) All other applicable federal laws and regulations. 2. The State, or other recipient, stipulates that as a condition to payment of the Federal funds obligated, it accepts and will comply with the provisions set forth in 23 CFR 630.112. These provisions incorporate by reference all other federal laws and regulations pertaining to the project or the activity for which the funds are obligated. Solely for the purposes of emphasis, such applicable provisions include, but are not limited to, the requirements of Appendix A to 2 CFR Part 170—Award terms for Reporting subaward and executive compensation information, and 2 CFR 200, including for those funds for which such amount will be subawarded to a subrecipient, 2 CFR 200.331.3. Relative to the above designated project, the FHWA has authorized certain work to proceed as evidenced by the date entered opposite the specific item of work. For such authorized work, the federal funds obligated or advance-construction authorized, are not to exceed the amount shown herein. The balance of the estimated total project cost is an obligation of the State or other direct recipient. 4. Such authorization of Federal funds extends only to project costs incurred by the State, or other recipient, following Federal Highway Administration's authorization to proceed with the project.</p> |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
| PROJECT TITLE:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Support for Highway Safety Improvement Program and Planning                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
| PROJECT DESCRIPTION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Statewide; Various locations; To support HSIP Program implementation and planning activities. Carry out the development of RSA guide, consultant task for HSIP planning and support. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
| DUNS#:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 809875263                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
| CLASSIFICATION OF PHASE OF WORK<br>TO BE PUT UNDER AGREEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                      | 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |                  |   |                                  |   |                          |   |
| HIGHWAY PLANNING & RESEARCH<br>PRELIMINARY ENGINEERING<br>RIGHT-OF-WAY<br>CONSTRUCTION<br>OTHER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
| EFFECTIVE DATE OF<br>AUTHORIZATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
| 01/23/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROGRAM<br>CODE                                                                                                                                                                      | URBAN/<br>WITH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | TOTAL COST     | FEDERAL<br>SHARE | 6 | FEDERAL FUNDS UNDER<br>AGREEMENT | 7 | ADVANCED CONST.<br>FUNDS | 8 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ZS30                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$7,890,000.00 | 100.00%          |   | \$500,000.00                     |   | \$7,390,000.00           |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | TOTAL                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$7,890,000.00 |                  |   | \$500,000.00                     |   | \$7,390,000.00           | 4 |
| ESTIMATED TOTAL COST:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                      | \$7,890,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                | 5                |   | TOTAL AUTHORIZED FOR PROJECT:    |   |                          |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                      | \$500,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |                  |   |                                  |   |                          |   |
| TRANSPORTATION, VIRGINIA DEPARTMENT OF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
| AVAILABLE FUNDS CERTIFIED BY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                      | Tzeira Fortune                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                | DATE:            |   | 01/20/2017                       |   |                          |   |
| APPROVED AND REQUESTED BY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                      | Deborah Grant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                | DATE:            |   | 01/23/2017                       |   |                          |   |
| AGMT/MODIFY REQUESTED BY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                      | Deborah Grant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                | DATE:            |   | 01/23/2017                       |   |                          |   |
| FEDERAL HIGHWAY ADMINISTRATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |                  |   |                                  |   |                          |   |
| PROJECT INFORMATION REVIEWED BY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                      | Rachael Blosser                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                | DATE:            |   | 01/23/2017                       |   |                          |   |
| APPROVAL RECOMMENDED BY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                      | Rachael Blosser                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                | DATE:            |   | 01/23/2017                       |   |                          |   |
| APPROVED AND AUTHORIZED BY:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                      | Clementine Fleming                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                | DATE:            |   | 01/23/2017                       |   |                          |   |
| RECIPIENT REMARKS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                      | UPC 110368 - New Preliminary Engineering Authorization - Performance End Date: 08/01/19; ZS30 funds are authorized at 100%, which includes 10% Soft Match Credits, under the Provisions of Title 23 USC 120(i); Project added in Statewide NonMPO STIP Grouping: CN: Safety/ITS/Operational Improvements; This agreement is subject to the following award terms: <a href="http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf">http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf</a> and <a href="http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf">http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf</a> . CFDA #: 20.205 |                |                  |   |                                  |   |                          |   |
| DIVISION REMARKS:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                      | 1/23/17-soft match applied to this project is \$50,000 to program code ZS30.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |                  |   |                                  |   |                          |   |



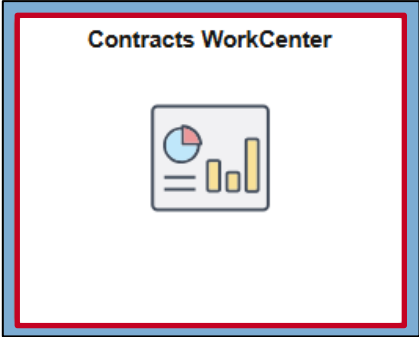
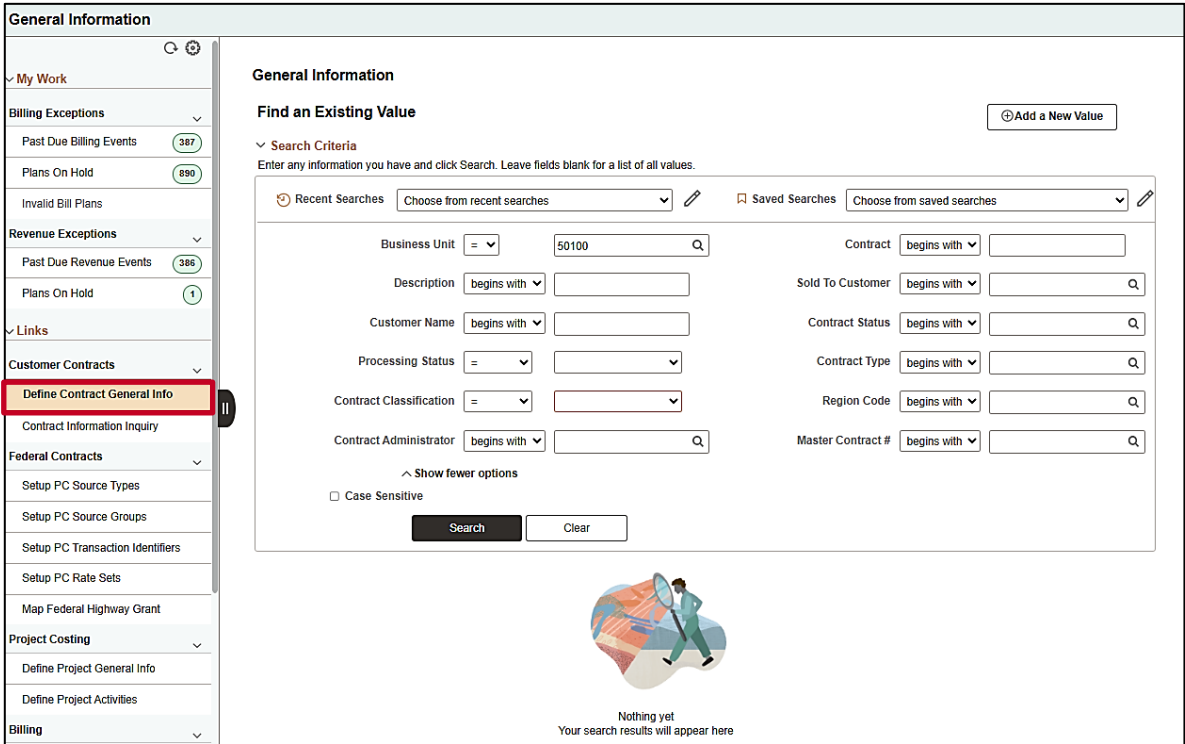
## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

The table below shows where the agreement data elements are entered in a Cardinal Contract:

|    | Agreement Data                                                      | Cardinal Page/Tab   | Cardinal Field(s)                                 |
|----|---------------------------------------------------------------------|---------------------|---------------------------------------------------|
| 1  | <b>Federal Project Number</b>                                       | General Information | Contract ID/Number                                |
| 2  | <b>Contract Prefix</b>                                              | General Information | Used in Description                               |
| 3  | <b>Effective Date of Authorization</b>                              | General Information | Contract Signed Date                              |
|    |                                                                     | Contract Line       | Start Date                                        |
|    |                                                                     | Related Projects    | Effective Date                                    |
| 4  | <b>Total Authorized for Project Plus Advance Construction Funds</b> | General Information | Proposal ID                                       |
| 5  | <b>Program Code</b>                                                 | Transaction Limits  | Transaction Identifier/Source Type                |
| 6  | <b>Federal Share</b>                                                | Transaction Limits  | Used in Rate Set                                  |
|    |                                                                     | Related Projects    | Used in Rate Set                                  |
| 7  | <b>Federal Funds Under Agreement</b>                                | Transaction Limits  | Limit Amount                                      |
| 8  | <b>Advanced Construction Funds</b>                                  | Transaction Limits  | Limit Amount                                      |
| 9  | <b>UPC (Universal Project Code)</b>                                 | Related Projects    | Project ID/number                                 |
| 10 | <b>Classification of Phase of Work</b>                              | Related Projects    | Summary Activity Phase (Participating Activities) |
| 11 | <b>End Date</b>                                                     | Contract Lines      | End Date                                          |

### Entering Contract General Information

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                | <p>Navigate to the <b>General Information</b> page by clicking the <b>Contracts WorkCenter</b> tile.</p>                                                                                                                                        |
|  | <p>For more information pertaining to WorkCenters, see the Job Aid titled <b>Overview of Cardinal Financials WorkCenters</b> located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                                                                       |
| 2.                                                                                | <p>Use the following navigation path in the WorkCenter: <b>Links &gt; Customer Contracts &gt; Define Contract General Info</b></p> <p><b>Note:</b> WorkCenter sections, folders, and pages may vary based on the user's Security roles.</p>  |



## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action                                                                                                                                                                                                                                           |               |       |                                                                                     |                   |                                                                                   |          |                                                                                       |   |  |             |             |   |  |  |                  |             |   |                                                                                     |               |             |   |  |  |                 |             |   |                                                                                     |                   |   |   |  |  |               |             |   |                                                                                     |                         |   |   |  |  |             |             |   |                                                                                     |                        |             |   |  |                                                                                     |                   |             |   |                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------|-------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------|---|--|-------------|-------------|---|--|--|------------------|-------------|---|-------------------------------------------------------------------------------------|---------------|-------------|---|--|--|-----------------|-------------|---|-------------------------------------------------------------------------------------|-------------------|---|---|--|--|---------------|-------------|---|-------------------------------------------------------------------------------------|-------------------------|---|---|--|--|-------------|-------------|---|-------------------------------------------------------------------------------------|------------------------|-------------|---|--|-------------------------------------------------------------------------------------|-------------------|-------------|---|---------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Users can also access the <b>General Information</b> page using the following navigation path:</p> <p><b>NavBar &gt; Menu &gt; Customer Contracts &gt; Create and Amend &gt; Define Contract General Info</b></p>                             |               |       |                                                                                     |                   |                                                                                   |          |                                                                                       |   |  |             |             |   |  |  |                  |             |   |                                                                                     |               |             |   |  |  |                 |             |   |                                                                                     |                   |   |   |  |  |               |             |   |                                                                                     |                         |   |   |  |  |             |             |   |                                                                                     |                        |             |   |  |                                                                                     |                   |             |   |                                                                                       |
| <p>The <b>General Information Find an Existing Value Search</b> page displays.</p> <div data-bbox="235 558 1393 1192"><p><b>General Information</b></p><p><b>Find an Existing Value</b> <span>⊕ Add a New Value</span></p><p>▼ <b>Search Criteria</b></p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><div>Recent Searches <span>Choose from recent searches</span> </div><div>Saved Searches <span>Choose from saved searches</span> </div></div><table><tr><td>Business Unit</td><td>=</td><td>▼</td><td>50100</td><td></td><td>Contract</td><td>begins with</td><td>▼</td><td></td></tr><tr><td>Description</td><td>begins with</td><td>▼</td><td></td><td></td><td>Sold To Customer</td><td>begins with</td><td>▼</td><td></td></tr><tr><td>Customer Name</td><td>begins with</td><td>▼</td><td></td><td></td><td>Contract Status</td><td>begins with</td><td>▼</td><td></td></tr><tr><td>Processing Status</td><td>=</td><td>▼</td><td></td><td></td><td>Contract Type</td><td>begins with</td><td>▼</td><td></td></tr><tr><td>Contract Classification</td><td>=</td><td>▼</td><td></td><td></td><td>Region Code</td><td>begins with</td><td>▼</td><td></td></tr><tr><td>Contract Administrator</td><td>begins with</td><td>▼</td><td></td><td></td><td>Master Contract #</td><td>begins with</td><td>▼</td><td></td></tr></table><p>^ Show fewer options</p><p><input type="checkbox"/> Case Sensitive</p><p><span>Search</span> <span>Clear</span></p></div> |                                                                                                                                                                                                                                                  | Business Unit | =     | ▼                                                                                   | 50100             |  | Contract | begins with                                                                           | ▼ |  | Description | begins with | ▼ |  |  | Sold To Customer | begins with | ▼ |  | Customer Name | begins with | ▼ |  |  | Contract Status | begins with | ▼ |  | Processing Status | = | ▼ |  |  | Contract Type | begins with | ▼ |  | Contract Classification | = | ▼ |  |  | Region Code | begins with | ▼ |  | Contract Administrator | begins with | ▼ |  |  | Master Contract # | begins with | ▼ |  |
| Business Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | =                                                                                                                                                                                                                                                | ▼             | 50100 |    | Contract          | begins with                                                                       | ▼        |                                                                                       |   |  |             |             |   |  |  |                  |             |   |                                                                                     |               |             |   |  |  |                 |             |   |                                                                                     |                   |   |   |  |  |               |             |   |                                                                                     |                         |   |   |  |  |             |             |   |                                                                                     |                        |             |   |  |                                                                                     |                   |             |   |                                                                                       |
| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | begins with                                                                                                                                                                                                                                      | ▼             |       |                                                                                     | Sold To Customer  | begins with                                                                       | ▼        |    |   |  |             |             |   |  |  |                  |             |   |                                                                                     |               |             |   |  |  |                 |             |   |                                                                                     |                   |   |   |  |  |               |             |   |                                                                                     |                         |   |   |  |  |             |             |   |                                                                                     |                        |             |   |  |                                                                                     |                   |             |   |                                                                                       |
| Customer Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | begins with                                                                                                                                                                                                                                      | ▼             |       |                                                                                     | Contract Status   | begins with                                                                       | ▼        |    |   |  |             |             |   |  |  |                  |             |   |                                                                                     |               |             |   |  |  |                 |             |   |                                                                                     |                   |   |   |  |  |               |             |   |                                                                                     |                         |   |   |  |  |             |             |   |                                                                                     |                        |             |   |  |                                                                                     |                   |             |   |                                                                                       |
| Processing Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | =                                                                                                                                                                                                                                                | ▼             |       |                                                                                     | Contract Type     | begins with                                                                       | ▼        |    |   |  |             |             |   |  |  |                  |             |   |                                                                                     |               |             |   |  |  |                 |             |   |                                                                                     |                   |   |   |  |  |               |             |   |                                                                                     |                         |   |   |  |  |             |             |   |                                                                                     |                        |             |   |  |                                                                                     |                   |             |   |                                                                                       |
| Contract Classification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | =                                                                                                                                                                                                                                                | ▼             |       |                                                                                     | Region Code       | begins with                                                                       | ▼        |    |   |  |             |             |   |  |  |                  |             |   |                                                                                     |               |             |   |  |  |                 |             |   |                                                                                     |                   |   |   |  |  |               |             |   |                                                                                     |                         |   |   |  |  |             |             |   |                                                                                     |                        |             |   |  |                                                                                     |                   |             |   |                                                                                       |
| Contract Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | begins with                                                                                                                                                                                                                                      | ▼             |       |  | Master Contract # | begins with                                                                       | ▼        |  |   |  |             |             |   |  |  |                  |             |   |                                                                                     |               |             |   |  |  |                 |             |   |                                                                                     |                   |   |   |  |  |               |             |   |                                                                                     |                         |   |   |  |  |             |             |   |                                                                                     |                        |             |   |  |                                                                                     |                   |             |   |                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled <b>Overview of the Cardinal FIN Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> |               |       |                                                                                     |                   |                                                                                   |          |                                                                                       |   |  |             |             |   |  |  |                  |             |   |                                                                                     |               |             |   |  |  |                 |             |   |                                                                                     |                   |   |   |  |  |               |             |   |                                                                                     |                         |   |   |  |  |             |             |   |                                                                                     |                        |             |   |  |                                                                                     |                   |             |   |                                                                                       |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Click the <b>Add a New Value</b> button.</p> <div data-bbox="300 1415 607 1493"><span>⊕ Add a New Value</span></div>                                                                                                                          |               |       |                                                                                     |                   |                                                                                   |          |                                                                                       |   |  |             |             |   |  |  |                  |             |   |                                                                                     |               |             |   |  |  |                 |             |   |                                                                                     |                   |   |   |  |  |               |             |   |                                                                                     |                         |   |   |  |  |             |             |   |                                                                                     |                        |             |   |  |                                                                                     |                   |             |   |                                                                                       |



# Project Accounting Job Aid

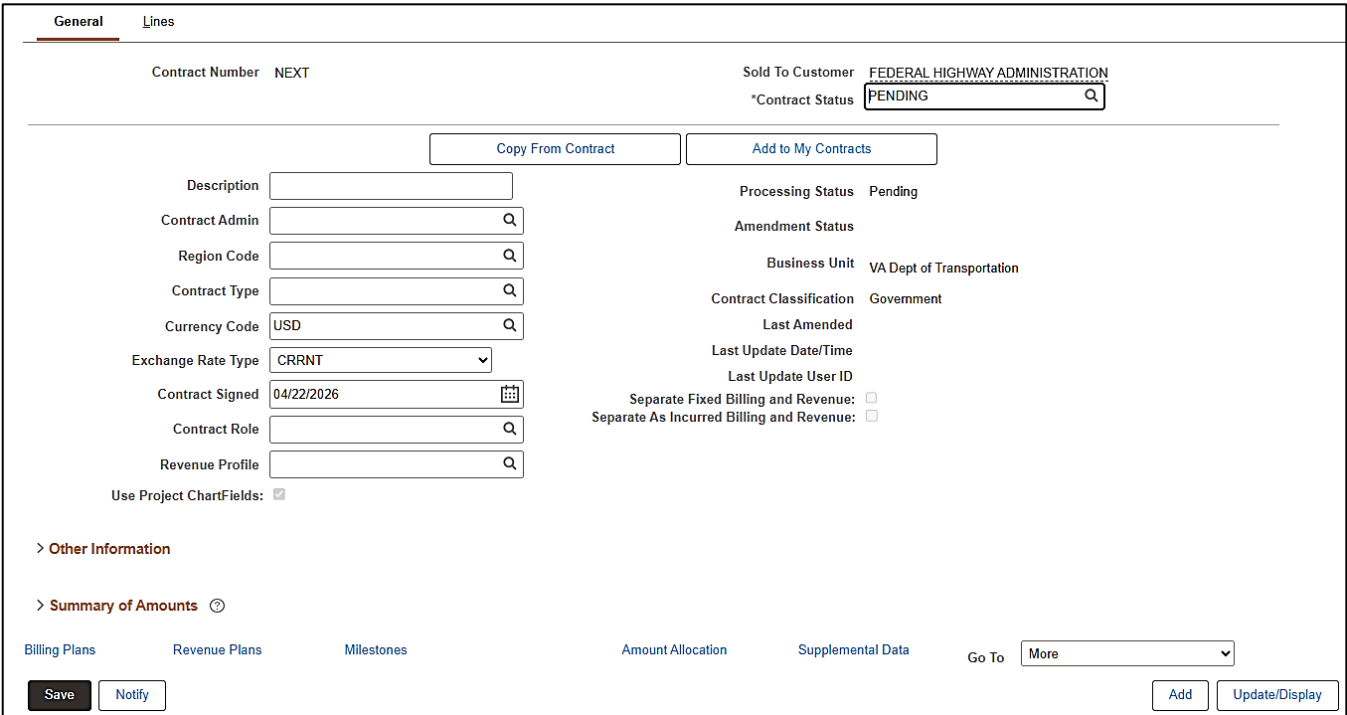
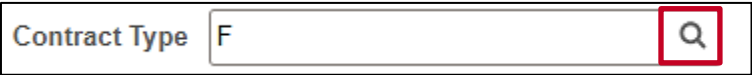
## PA353 Creating a Federal Contract (VDOT Only)

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The <b>General Information Add a New Value</b> page displays.</p> <div><p><b>General Information</b></p><p><b>Add a New Value</b> <span>Q Find an Existing Value</span></p><div><div><div>*Business Unit50100Q</div><div>*ContractNEXT</div><div>*Sold To CustomerQ</div><div>*Contract ClassificationStandard</div><div>Separate Fixed Billing and Revenue<input type="checkbox"/></div><div>Separate As Incurred Billing and Revenue<input type="checkbox"/></div><div>Add</div></div></div></div> |                                                                                                                                                                                                                                                                                                     |
| 4.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Click the <b>Business Unit Look up</b> icon and select the applicable Business Unit.</p> <div><div>*Business Unit50100Q</div></div>                                                                                                                                                              |
| 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>The <b>Contract</b> field defaults to “Next”. Replace this value with the Federal Project Number.</p> <div><div>*ContractNEXT</div></div>                                                                                                                                                        |
| 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Click the <b>Sold To Customer Look up</b> icon and select “0000055002”. This value is used for all Federal Contracts.</p> <div><div>*Sold To Customer0000055002Q</div></div>                                                                                                                     |
| 7.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>The <b>Contract Classification</b> field defaults to “Standard” but must be changed for all Federal Contracts. Click the <b>Contract Classification</b> dropdown button and select “Government”.</p> <div><div>*Contract ClassificationGovernment</div></div>                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>The <b>Separate Fixed Billing and Revenue</b> and <b>Separate As Incurred Billing and Revenue</b> checkbox options are not used.</p> <div><div>Separate Fixed Billing and Revenue<input type="checkbox"/></div><div>Separate As Incurred Billing and Revenue<input type="checkbox"/></div></div> |



## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

| Step                                                                                                                                                                                      | Action                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.                                                                                                                                                                                        | <p>Click the <b>Add</b> button.</p>                                                                                                                                                                                                           |
| <p>The <b>General Information</b> page displays with the <b>General</b> tab displayed by default.</p>  |                                                                                                                                                                                                                                                                                                                                |
| 9.                                                                                                                                                                                        | <p>Enter a description for the Contract in the <b>Description</b> field. Include the Contract Prefix and Federal Project Number from the agreement in the description. The <b>Description</b> field allows a maximum of 35 characters.</p>  |
| 10.                                                                                                                                                                                       | <p>Click the <b>Contract Type Look up</b> icon and select "F" (Federal).</p>                                                                                                                                                               |



# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>The <b>Contract Signed</b> field will default to the current date. Change this date to the Effective Date of Authorization found on the Federal Agreement using the <b>Contract Signed Calendar</b> icon.</p> <p>Contract Signed 04/22/2026 </p> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>The <b>Use Project ChartFields</b> checkbox option defaults as selected and cannot be changed.</p> <p>Use Project ChartFields: <input checked="" type="checkbox"/></p>                                                                                                                                                             |
| 12.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Click the <b>Expand (&gt;)</b> icon to expand the <b>Other Information</b> section.</p> <p> Other Information</p>                                                                                                                                 |
| <p>The <b>Other Information</b> section displays.</p> <div> <div> Other Information </div> <div> <input type="checkbox"/> Template Contract<br/> <input type="checkbox"/> Master Contract<br/> <input type="checkbox"/> Legal Review Complete<br/> <input type="checkbox"/> Credit Check Complete </div> <div> Parent Contract <input type="text"/><br/> Master Contract <input type="text"/><br/> Legal Entity <input type="text"/><br/> Purchase Order <input type="text"/><br/> Proposal ID <input type="text"/><br/> Federal Region Code <input type="text" value="03"/> </div> </div> |                                                                                                                                                                                                                                                                                                                                       |
| 13.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Click the <b>Legal Entity Look up</b> icon and select either “FO” (Federal Oversight) or “NFO” (Non-Federal Oversight) based on the Contract.</p> <p>Legal Entity FO </p>                                                                       |
| 14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Enter the monetary obligation amount of the Contract in the <b>Proposal ID</b> field. It is calculated by adding the Total Federal Funds Under Agreement and the Advanced Construction Funds from the Federal Agreement. Use commas and decimals when entering this value.</p> <p>Proposal ID 7,890,000</p>                        |
| 15.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>The <b>Federal Region Code</b> field defaults to “03” (FHWA). This value can be changed to “15” (Federal Lands) as needed.</p> <p>Federal Region Code 03</p>                                                                                                                                                                       |



## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| 16.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Click the <b>Save</b> button.</p> <div><div>Save</div><div>Notify</div></div> |
| <p>The <b>General Information</b> page refreshes.</p> <div><div><div>General</div><div>Lines</div></div><div><div>Contract Number 0000002398</div><div>Sold To Customer FEDERAL HIGHWAY ADMINISTRATION</div><div>*Contract Status PENDING</div><div>Copy From Contract</div><div>Add to My Contracts</div><div><div>Description</div><div>Contract Admin</div><div>Region Code</div><div>Contract Type F</div><div>Currency Code USD</div><div>Exchange Rate Type CRRNT</div><div>Contract Signed 04/22/2026</div><div>Contract Role</div><div>Revenue Profile</div><div>Use Project ChartFields: <input checked="" type="checkbox"/></div><div>Processing Status Pending</div><div>Amendment Status</div><div>Business Unit VA Dept of Transportation</div><div>Contract Classification Government</div><div>Last Amended</div><div>Last Update Date/Time 04/22/2026 1:59:08PM</div><div>Last Update User ID</div><div>Separate Fixed Billing and Revenue: <input type="checkbox"/></div><div>Separate As Incurred Billing and Revenue: <input type="checkbox"/></div><div>Other Information</div><div><div><input type="checkbox"/> Template Contract</div><div><input type="checkbox"/> Master Contract</div><div><input type="checkbox"/> Legal Review Complete</div><div><input type="checkbox"/> Credit Check Complete</div><div>Parent Contract</div><div>Master Contract</div><div>Legal Entity FO</div><div>Purchase Order</div><div>Proposal ID 7,890,000</div><div>Federal Region Code 03</div></div></div></div></div> |                                                                                  |
| 17.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Click the <b>Lines</b> tab.</p> <div><div>General</div><div>Lines</div></div> |

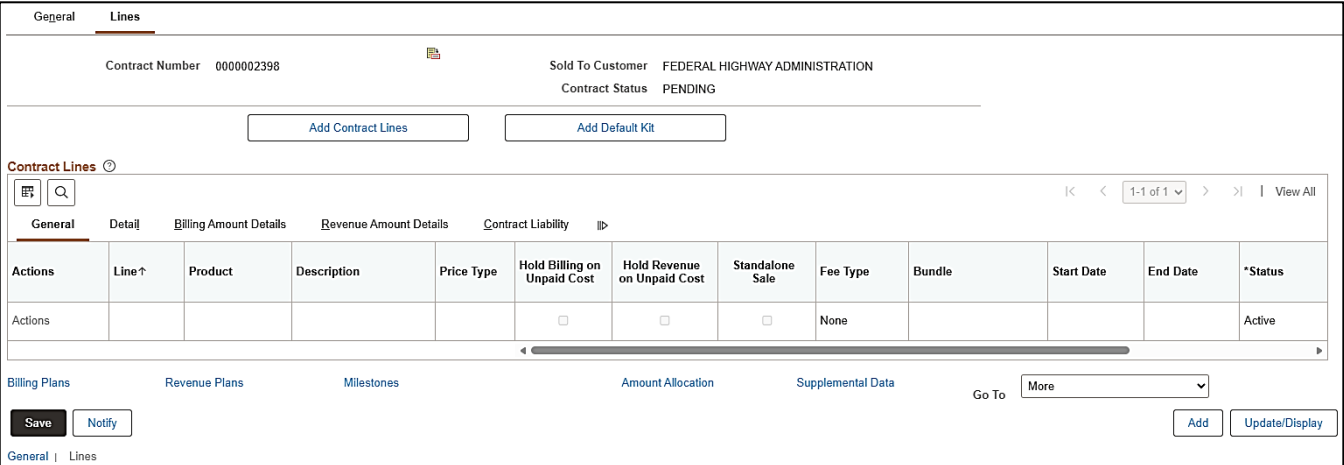


# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

### Entering a Contract Line

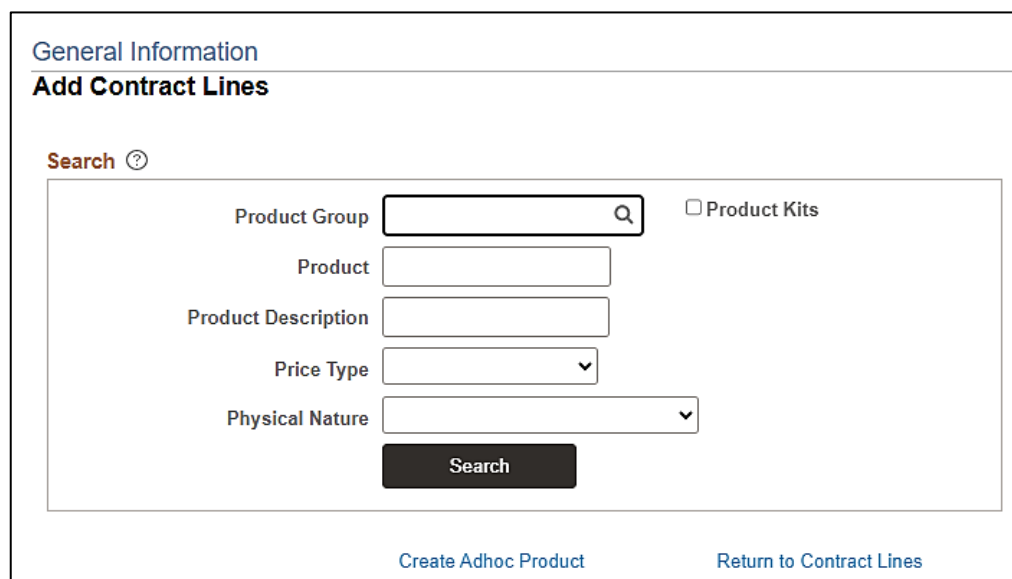
This section of the Job Aid begins on the **General Information** page and continues from the previous section. For information and navigation to this page, refer to the [Entering Contract General Information](#) section of this Job Aid.

| Step | Action                                                                                                                                                                                  |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>The <b>General Information</b> page displays with the <b>Lines</b> tab displayed by default.</p>  |

1. Click the **Add Contract Lines** button.



The **General Information Add Contract Lines** page displays.





# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

| Step | Action                                                                                                                                                             |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.   | Click the <b>Product Group Look up</b> icon and select the applicable Product Group.<br><div> <div>Product Group</div> <div>RTE_FED</div> <div>Q</div> </div>      |
| 3.   | Enter "FEDERAL" in the <b>Product</b> field.<br><div> <div>Product</div> <div>FEDERAL</div> </div>                                                                 |
| 4.   | Click the <b>Price Type</b> dropdown button and select "Rate" as this is a Rate-based Contract.<br><div> <div>Price Type</div> <div>Rate</div> <div>▼</div> </div> |
| 5.   | Click the <b>Search</b> button.<br><div> <div>Search</div> </div>                                                                                                  |

The **General Information Add Contract Lines** page refreshes with the search results displayed in the **Search Results** section.

General Information

Add Contract Lines

Search

Product Group RTE\_FED Q

Product Kits

Product FEDERAL

Product Description

Price Type Rate ▼

Physical Nature

Search

Search Results

General

Templates

|                          | Product   | Description            | Price Type | Physical Nature | Product Kit | *Fee Type | Start Date | End Date | Quantity | UOM |
|--------------------------|-----------|------------------------|------------|-----------------|-------------|-----------|------------|----------|----------|-----|
| <input type="checkbox"/> | 1 FEDERAL | Federal Aid & Stimulus | Rate       | Goods           | N           | None ▼    |            |          | 1.0000   | Q   |

Select All

Clear All

Create Plans from Template

Combine Like Templates

Billing Plans

Revenue Plans

Billing Plans

Revenue Plans

Add Contract Lines

Create Adhoc Product

Return to Contract Lines

6.

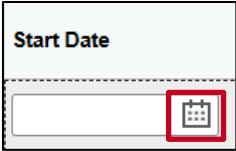
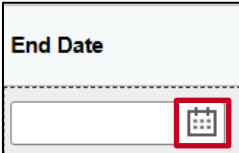
Click the **Select** checkbox for the row with “FEDERAL” in the **Product** field.

|                                     |   |         |                        |
|-------------------------------------|---|---------|------------------------|
|                                     |   | Product | Description            |
| <input checked="" type="checkbox"/> | 1 | FEDERAL | Federal Aid & Stimulus |



# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

| Step | Action                                                                                                                                                                                                                                               |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.   | Click the <b>Start Date Calendar</b> icon and select the applicable date (Federal Agreement's Effective Date of Authorization).<br>                                 |
| 8.   | Click the <b>End Date Calendar</b> icon and select the Period of Performance end date (found in the <b>Recipient Remarks</b> section of the Federal Agreement).<br> |
| 9.   | Click the <b>Add Contract Lines</b> button.<br>                                                                                                                    |

The **General Information Add Contract Lines** page redisplay with a message indicating that one Line has been added to the Contract.

General Information

Add Contract Lines

Search ?

Product Group RTE\_FED Q

Product FEDERAL

Product Description

Price Type Rate v

Physical Nature v

Search

1 line(s) have been added to the contract

Create Adhoc Product

Return to Contract Lines



# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

Step

Action

10.

Click the **Return to Contract Lines** link to continue processing the Contract.

Return to Contract Lines

The **General Information** page displays with the **Lines** tab displayed by default.

General

Lines

Contract Number 0000002398

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Contract Status PENDING

Add Contract Lines

Add Default Kit

Contract Lines

Grid icon

Search icon

< < 1-1 of 1 > > | View All

General

Detail

Billing Amount Details

Revenue Amount Details

⌵

| Actions   | Line ↑ | Product | Description            | Price Type | Hold Billing on Unpaid Cost | Hold Revenue on Unpaid Cost | Standalone Sale          | Fee Type | Bundle                             | Start Date | End Date   | *S |
|-----------|--------|---------|------------------------|------------|-----------------------------|-----------------------------|--------------------------|----------|------------------------------------|------------|------------|----|
| ⌵ Actions | 1      | FEDERAL | Federal Aid & Stimulus | Rate       | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/> | None     | <div><div></div><div>Q</div></div> | 05/01/2026 | 04/30/2028 |    |

Billing Plans

Revenue Plans

Milestones

Amount Allocation

Supplemental Data

Go To 

More

Save

Return to Search

Notify

Add

Update/Display

General | Lines

11.

Click the **Save** button.

Save

Return to Search

Notify



#### When to Add an Additional Contract Line

Although most Federal Contracts only have one Contract Line, there are times when more than one Contract Line is required. Create a second Contract Line by repeating the steps in the [Entering a Contract Line](#) section of this Job Aid.

Scenarios requiring a second Contract Line:

- Both standard and Federal Lands Appropriation Codes are on one Federal Agreement; Federal Lands and standard Appropriation Codes should not be included on the same Contract Line. Instead, two Contract Lines will need to be created. One Contract Line with the standard Appropriation Code and the other Contract Line with the Federal Lands Appropriation Code. If the same UPC (i.e., Project ID) and phase are associated with both Contract Lines, the UPC can only be associated to one Contract Line. Once the first Contract Line has billed to the maximum, remove the Project-Activity combinations from that Contract Line and associate them to the second Contract Line. The Project and Activity should only be moved once billing has been completely processed. The user will also need to amend the Contract in order to change the Federal Region Code from "03" to "15", or vice versa.
- Multiple Projects are associated with the Contract. Check the detailed estimate to verify if the Appropriation Codes are to be associated with specific Project phases. If this is the case, create multiple Contract Lines. Ensure that the correct transaction identifiers are assigned to the Contract Lines with the appropriate Project/Activity combinations.

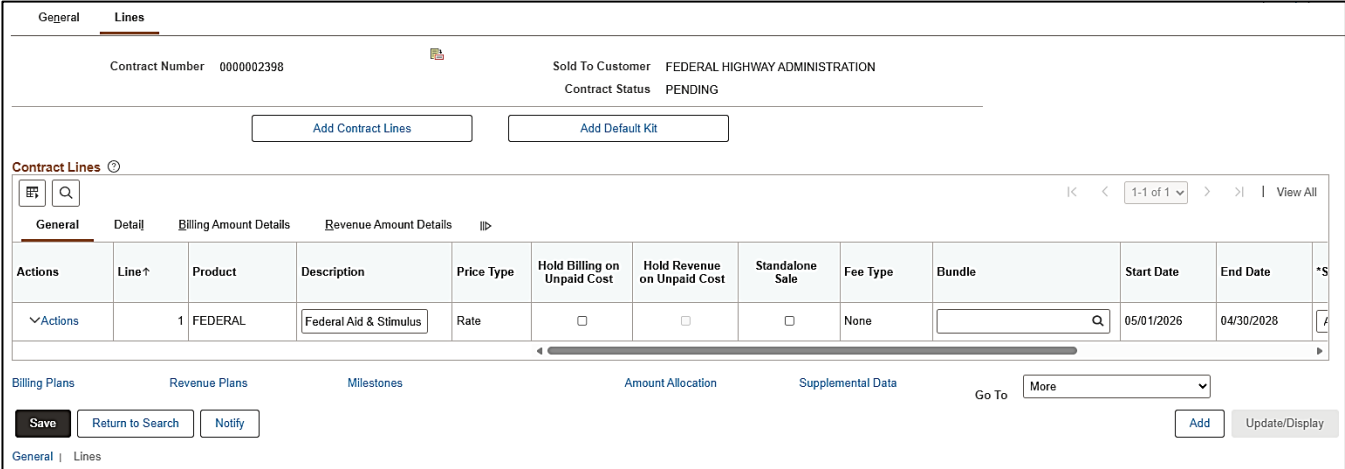
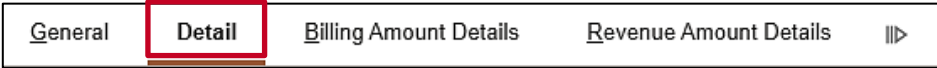
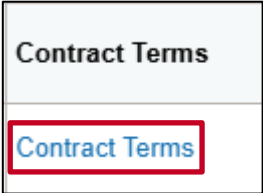


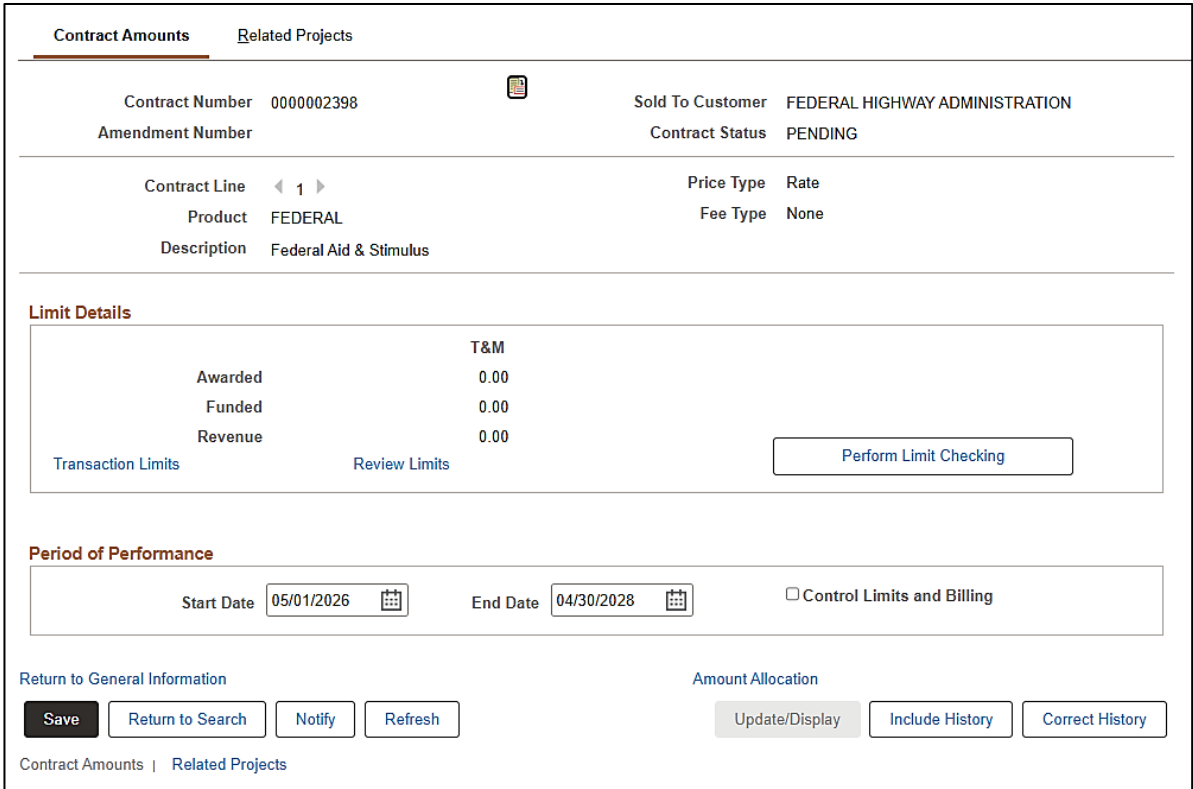
# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

### Entering the Contract Amount and Related Projects

This section of the Job Aid begins on the **General Information** page (**Lines** tab). For information and navigation to get to this step, refer to the [Entering Contract General Information](#) section of this Job Aid.

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>The <b>Lines</b> page displays.</p>  <p>The screenshot shows the 'Lines' page with the 'General' tab selected. The 'Contract Lines' section is visible, showing a table with columns: Actions, Line#, Product, Description, Price Type, Hold Billing on Unpaid Cost, Hold Revenue on Unpaid Cost, Standalone Sale, Fee Type, Bundle, Start Date, End Date, and *S. The first row shows Line# 1, Product FEDERAL, Description Federal Aid &amp; Stimulus, Price Type Rate, and Start Date 05/01/2026. The 'Detail' tab is highlighted in the 'Contract Lines' section.</p> |
| 1.   | <p>Click the <b>Detail</b> tab in the <b>Contract Lines</b> section of the page.</p>  <p>The screenshot shows the 'Contract Lines' section with the 'Detail' tab highlighted in a red box. The other tabs are General, Billing Amount Details, and Revenue Amount Details.</p>                                                                                                                                                                                                                                                                                              |
| 2.   | <p>Click the <b>Contract Terms</b> link within the <b>Contract Terms</b> column.</p>  <p>The screenshot shows the 'Contract Terms' column with the 'Contract Terms' link highlighted in a red box. The link is located below the 'Contract Terms' header.</p>                                                                                                                                                                                                                                                                                                                |

| Step                                                                                | Action                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     | <p>The <b>Contract Terms</b> page displays with the <b>Contracts Amounts</b> tab displayed by default for the selected Contract Line.</p> <div data-bbox="235 443 1421 1226">  </div>                      |
|  | <p>The <b>Start Date</b> and <b>End Date</b> fields within the <b>Period of Performance</b> section default from the dates entered on the Contract Line.</p> <div data-bbox="284 1346 1149 1478">  </div> |
| 3.                                                                                  | <p>Select the <b>Control Limits and Billing</b> checkbox option.</p> <div data-bbox="284 1564 675 1638">  </div>                                                                                           |
| 4.                                                                                  | <p>Click the <b>Related Projects</b> tab.</p> <div data-bbox="284 1724 799 1808">  </div>                                                                                                                  |



# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

| Step | Action |
|------|--------|
|------|--------|

The **Related Projects** page displays.

Contract Amounts

Related Projects

Contract Number 0000002398

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Amendment Number

Contract Status PENDING

Contract Line < 1 >

Price Type Rate

Product FEDERAL

Fee Type None

Description Federal Aid & Stimulus

PC Business Unit

Transaction Limits

Review Limits

Associated Rates

1

Effective Date 04/22/2026

Status Active

Rate Selection Rate Set

Rate Set

Rate Set

+

-

Associated Projects & Activities

\*Project

\*Activity

+

-

Create Project

Create Activity

All Activities

Summary Activities

Delete Activities

Return to General Information

Amount Allocation

5. Click the **PC Business Unit Look up** icon and select the applicable Business Unit.

PC Business Unit 50100

6. Click the **Save** button.

Save Return to Search Notify Refresh

7. Click the **Transaction Limits** link.

Transaction Limits



# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Transaction Identifiers and Rate Sets</b></p> <p>In Cardinal, only one Appropriation Code can bill at a time. When multiple Transaction Identifiers are listed, the user must determine the billing priority for the Contract Line. In other words, the user must determine which Appropriation Code bills first. The user should consult the <b>Source Type Priority</b> list for this information.</p> <p>When setting up the initial Contract, the Rate Set assigned “Use Sequence 1” should be the Rate Set that is linked on the <b>Contract Terms</b> page (<b>Related Projects</b> tab).</p> <p>If the Transaction Identifier is not in the dropdown menu, then a new Transaction Identifier, Source Type, Rate Set, and corresponding accounting rules will need to be created. To create these, see the Job Aid titled <b>PA Creating a New Rate Set - Structure Billing (VDOT Only)</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> <p>If the Rate Set is not in the dropdown menu for a particular Transaction Identifier, then a new Rate Set will need to be created for that participation rate. To create a new Rate Set, see the Job Aid titled <b>PA Creating a New Rate Set - Structure Billing (VDOT Only)</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p> <p>If there is money allocated towards Advanced Construction Funds, use the Transaction Identifier “<b>0AW0</b>” and the Rate Set of “<b>ADC_0AW0</b>” with the appropriate participation rate.</p> <p>If all money on the Agreement is deemed Advanced Construction (i.e., no other Appropriation Codes are on the Agreement), the Advance Construction should be assigned “<b>Use Sequence 1</b>”. Otherwise, all Advance Construction funds should be designated the highest Use Sequence Number that can be assigned.</p> |

The **Transaction Limits** tab displays for the Contract Line.

Transaction Limits

Contract Number000002398

Sold To CustomerFEDERAL HIGHWAY ADMINISTRATION

Amendment Number

Contract StatusPENDING

Contract Line1

Price TypeRate

ProductFEDERAL

Fee TypeNone

DescriptionFederal Aid & Stimulus

Billing Limits ⓘ

1-1 of 1

View All

|   | *Transaction Identifier | Description          | Limit Amount         | Use Sequence         | Rate Selection | Rate Set             |                                                                  |                                                                  |
|---|-------------------------|----------------------|----------------------|----------------------|----------------|----------------------|------------------------------------------------------------------|------------------------------------------------------------------|
| 1 | <input type="text"/>    | <input type="text"/> | <input type="text"/> | <input type="text"/> | Rate Set       | <input type="text"/> | <input data-bbox="1421 1585 1445 1617" type="button" value="+"/> | <input data-bbox="1453 1585 1477 1617" type="button" value="-"/> |

Return to Contract Terms

Transaction Identifiers

Perform Limit Checking

Save

Return to Search

Notify



## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

| Step           | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |                         |              |                                   |                           |                |              |  |  |   |                   |                            |           |  |            |                           |              |              |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------|--------------|-----------------------------------|---------------------------|----------------|--------------|--|--|---|-------------------|----------------------------|-----------|--|------------|---------------------------|--------------|--------------|
| 8.             | <p>Click the <b>Transaction Identifier Look up</b> icon and select the applicable Federal Appropriation Code from the Federal Agreement. The <b>Description</b> field will automatically populate once selected.</p> <div><div>*Transaction Identifier</div><div><input type="text"/><div>Q</div></div></div>                                                                                                                                                                                                                                          |                            |                         |              |                                   |                           |                |              |  |  |   |                   |                            |           |  |            |                           |              |              |
| 9.             | <p>Enter the Limit Amount (i.e., Federal Funds Under Agreement) from the Federal Agreement in the <b>Limit Amount</b> field.</p> <div><div>Limit Amount</div><div><input type="text"/></div></div>                                                                                                                                                                                                                                                                                                                                                     |                            |                         |              |                                   |                           |                |              |  |  |   |                   |                            |           |  |            |                           |              |              |
| 10.            | <p>Enter the appropriate Use Sequence Number (based on the Source Type Priority List) in the <b>Use Sequence</b> field.</p> <p><b>Note:</b> ADC Rate Sets will be assigned using the highest Use Sequence Number.</p> <div><div>Use Sequence</div><div><input type="text"/></div></div>                                                                                                                                                                                                                                                                |                            |                         |              |                                   |                           |                |              |  |  |   |                   |                            |           |  |            |                           |              |              |
| 11.            | <p>Click the <b>Rate Set Look up</b> icon and select the appropriate Rate Set. The Rate Set will contain the participation rate identified on the Federal Agreement.</p> <div><table><tr><th>Rate Selection</th><th>Rate Set</th></tr><tr><td>Rate Set ▾</td><td><input type="text"/><div>Q</div></td></tr></table></div>                                                                                                                                                                                                                              | Rate Selection             | Rate Set                | Rate Set ▾   | <input type="text"/> <div>Q</div> |                           |                |              |  |  |   |                   |                            |           |  |            |                           |              |              |
| Rate Selection | Rate Set                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |                         |              |                                   |                           |                |              |  |  |   |                   |                            |           |  |            |                           |              |              |
| Rate Set ▾     | <input type="text"/> <div>Q</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |                         |              |                                   |                           |                |              |  |  |   |                   |                            |           |  |            |                           |              |              |
| <div>i</div>   | <p>Non-structure Rate Sets are defined with a prefix of “FED” followed by the Transaction Identifier_Participation Rate (e.g., FED_L28R_90).</p> <p>Structure Rate Sets are defined by Contract Number_Transaction Identifier_Participation Rate (e.g., 0184008_L28R_80).</p>                                                                                                                                                                                                                                                                          |                            |                         |              |                                   |                           |                |              |  |  |   |                   |                            |           |  |            |                           |              |              |
| <div>i</div>   | <p>Use the <b>Add a New Row (+)</b> icon to add additional rows if there are multiple Transaction Identifiers and repeat these steps.</p> <div><table><tr><th></th><th>*Transaction Identifier</th><th>Description</th><th>Limit Amount</th><th>Use Sequence</th><th>Rate Selection</th><th>Rate Set</th><th></th><th></th></tr><tr><td>1</td><td>Z400<div>Q</div></td><td>CONGESTION MITIGATION FAST</td><td>7,890,000</td><td></td><td>Rate Set ▾</td><td>FED_Z400_100<div>Q</div></td><td><div>+</div></td><td><div>-</div></td></tr></table></div> |                            | *Transaction Identifier | Description  | Limit Amount                      | Use Sequence              | Rate Selection | Rate Set     |  |  | 1 | Z400 <div>Q</div> | CONGESTION MITIGATION FAST | 7,890,000 |  | Rate Set ▾ | FED_Z400_100 <div>Q</div> | <div>+</div> | <div>-</div> |
|                | *Transaction Identifier                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Description                | Limit Amount            | Use Sequence | Rate Selection                    | Rate Set                  |                |              |  |  |   |                   |                            |           |  |            |                           |              |              |
| 1              | Z400 <div>Q</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CONGESTION MITIGATION FAST | 7,890,000               |              | Rate Set ▾                        | FED_Z400_100 <div>Q</div> | <div>+</div>   | <div>-</div> |  |  |   |                   |                            |           |  |            |                           |              |              |



## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Action                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 12.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Click the <b>Save</b> button.</p> <div><div>Save</div><div>Return to Search</div><div>Notify</div></div>                |
| 13.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Click the <b>Return to Contract Terms</b> link.</p> <div><div>Return to Contract Terms</div></div>                      |
| <p>The <b>Contract Terms</b> page displays with the <b>Contract Amounts</b> tab displayed by default.</p> <div><div><div><div>Contract Amounts</div><div>Related Projects</div></div><div><div><div>Contract Number 0000002398</div><div>Amendment Number</div></div><div><div>Sold To Customer FEDERAL HIGHWAY ADMINISTRATION</div><div>Contract Status PENDING</div></div><div><div>Contract Line &lt; 1 &gt;</div><div>Product FEDERAL</div><div>Description Federal Aid &amp; Stimulus</div></div><div><div>Price Type</div><div>Rate</div><div>Fee Type</div><div>None</div></div></div><div><div>Limit Details</div><div><div><div>Awarded</div><div>Funded</div><div>Revenue</div></div><div><div>T&amp;M</div><div>0.00</div><div>0.00</div><div>0.00</div></div></div><div><div>Transaction Limits</div><div>Review Limits</div><div>Perform Limit Checking</div></div></div><div><div>Period of Performance</div><div><div>Start Date 05/01/2026</div><div>End Date 04/30/2028</div><div>Control Limits and Billing</div></div></div><div><div>Return to General Information</div><div>Amount Allocation</div></div><div><div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Refresh</div></div><div><div>Update/Display</div><div>Include History</div><div>Correct History</div></div></div><div><div>Contract Amounts</div><div>Related Projects</div></div></div></div> |                                                                                                                            |
| 14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Click the <b>Related Projects</b> tab.</p> <div><div><div>Contract Amounts</div><div>Related Projects</div></div></div> |



# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

| Step | Action |
|------|--------|
|------|--------|

The **Related Projects** page displays.

Contract Amounts

Related Projects

Contract Number 0000002398

Sold To Customer FEDERAL HIGHWAY ADMINISTRATION

Amendment Number

Contract Status PENDING

Contract Line 1

Product FEDERAL

Description Federal Aid & Stimulus

Price Type Rate

Fee Type None

PC Business Unit 50100

Transaction Limits

Review Limits

Associated Rates

Effective Date

Status

Rate Selection

Rate Set

1

04/22/2026

Active

Rate Set

Rate Set

+

-

Associated Projects & Activities

\*Project

\*Activity

+

-

Create Project

Create Activity

All Activities

Summary Activities

Delete Activities

Return to General Information

Amount Allocation

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

15. The **Effective Date** field in the **Associated Rates** section defaults to the current date. Update this date as needed to the Effective Date of Authorization from the Federal Agreement using the **Effective Date Calendar** icon.

Effective Date

04/22/2026

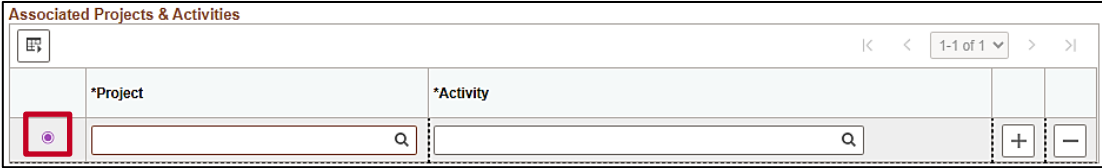
16. Enter the Rate Set assigned in the **Use Sequence** field on the **Transaction Limits** page in the **Rate Set** field or use the **Rate Set Look up** icon to locate and select the Rate Set.

Rate Set



## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

| Step | Action                                                                                                                                                                                                               |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17.  | <p>Select the <b>Select</b> radio button option for the first row in the <b>Associated Projects &amp; Activities</b> section.</p>  |
| 18.  | <p>Click the <b>Project Look up</b> icon and select the Project Number from the Federal Agreement.</p>                              |
| 19.  | <p>Click the <b>Summary Activities</b> button.</p>                                                                                  |



# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

| Step                                | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                 |          |               |                   |               |                   |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------|---------------|-------------------|---------------|-------------------|------------|----------|-------------------------------------|---|---------------------------------|------|------|--------|------------|------------|--------------------------|-----|--------------------|------|------|--------|------------|------------|--|-------|------------------------------|-----|------|--------|------------|------------|--|-------|----------------------------|-----|------|--------|------------|------------|--|-------|--------------------------------|-----|------|--------|------------|------------|--|-------|--------------------------------|-----|------|--------|------------|------------|--|-------|--------------------------|-----|------|--------|------------|------------|--|-------|---------------------|-----|------|--------|------------|------------|--|-------|---------------------|-----|------|--------|------------|------------|--|-------|------------------|-----|------|--------|------------|------------|--|-------|--------------|-----|------|--------|------------|------------|--|--------|---------------------------|-----|------|--------|------------|------------|--|--------|------------|-----|------|--------|------------|------------|--|--------|-----------------|-----|------|--------|------------|------------|--|--------|-----------------------|-----|------|--------|------------|------------|
|                                     | <p>The <b>Summary Activity Selection</b> page displays in a pop-up window.</p> <div><div>Summary Activity Selection for 0000125499</div><div><div>Project Activities</div><div><div>1-25 of 304</div><div>View 100</div></div><table><tr><th>Select</th><th>WBS ID</th><th>Activity Name</th><th>Activity</th><th>Activity Type</th><th>Processing Status</th><th>Start Date</th><th>End Date</th></tr><tr><td><input checked="" type="checkbox"/></td><td>1</td><td>▼ Preliminary Engineering Phase</td><td>9101</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td><input type="checkbox"/></td><td>1.1</td><td>▼ PE Participating</td><td>9161</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.1</td><td>PE/Constr - Constr on PE Job</td><td>602</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.2</td><td>Advanced R/W Prior to Acq.</td><td>606</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.3</td><td>R/W Stakeout for Cond. and App</td><td>607</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.4</td><td>Const. Stakeout Prior to Award</td><td>608</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.5</td><td>P.E. Educational Courses</td><td>609</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.6</td><td>Preliminary Surveys</td><td>611</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.7</td><td>Preliminary Studies</td><td>612</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.8</td><td>Location Surveys</td><td>613</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.9</td><td>Soil Surveys</td><td>614</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.10</td><td>Foundation Investigations</td><td>615</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.11</td><td>Road Plans</td><td>616</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.12</td><td>Structure Plans</td><td>617</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr><tr><td></td><td>1.1.13</td><td>Sign And Signal Plans</td><td>618</td><td>9101</td><td>Active</td><td>12/05/2024</td><td>10/31/2025</td></tr></table><div><div>OK</div><div>Cancel</div><div>Refresh</div></div></div></div> | Select                          | WBS ID   | Activity Name | Activity          | Activity Type | Processing Status | Start Date | End Date | <input checked="" type="checkbox"/> | 1 | ▼ Preliminary Engineering Phase | 9101 | 9101 | Active | 12/05/2024 | 10/31/2025 | <input type="checkbox"/> | 1.1 | ▼ PE Participating | 9161 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.1 | PE/Constr - Constr on PE Job | 602 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.2 | Advanced R/W Prior to Acq. | 606 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.3 | R/W Stakeout for Cond. and App | 607 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.4 | Const. Stakeout Prior to Award | 608 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.5 | P.E. Educational Courses | 609 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.6 | Preliminary Surveys | 611 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.7 | Preliminary Studies | 612 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.8 | Location Surveys | 613 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.9 | Soil Surveys | 614 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.10 | Foundation Investigations | 615 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.11 | Road Plans | 616 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.12 | Structure Plans | 617 | 9101 | Active | 12/05/2024 | 10/31/2025 |  | 1.1.13 | Sign And Signal Plans | 618 | 9101 | Active | 12/05/2024 | 10/31/2025 |
| Select                              | WBS ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Activity Name                   | Activity | Activity Type | Processing Status | Start Date    | End Date          |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
| <input checked="" type="checkbox"/> | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ▼ Preliminary Engineering Phase | 9101     | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
| <input type="checkbox"/>            | 1.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ▼ PE Participating              | 9161     | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PE/Constr - Constr on PE Job    | 602      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Advanced R/W Prior to Acq.      | 606      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | R/W Stakeout for Cond. and App  | 607      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Const. Stakeout Prior to Award  | 608      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | P.E. Educational Courses        | 609      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Preliminary Surveys             | 611      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Preliminary Studies             | 612      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Location Surveys                | 613      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.9                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Soil Surveys                    | 614      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Foundation Investigations       | 615      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Road Plans                      | 616      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Structure Plans                 | 617      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
|                                     | 1.1.13                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Sign And Signal Plans           | 618      | 9101          | Active            | 12/05/2024    | 10/31/2025        |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
| 20.                                 | <p>Select the <b>Select</b> checkbox option associated with the Activity Name for the Phase that includes Activities that need to be added.</p> <div><div><input checked="" type="checkbox"/></div><div>4</div><div>▼ Construction Phase</div><div>9104</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                 |          |               |                   |               |                   |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
| 21.                                 | <p>Use the <b>Expand</b> or <b>Collapse</b> icons to expand or collapse Phases as needed.</p> <div><div><div>4</div><div>▼ Construction Phase</div></div><div><div>4.1</div><div>▶ CN Participating</div></div><div><div>4.2</div><div>▼ CN Non Participating</div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                 |          |               |                   |               |                   |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |
| 22.                                 | <p>Click the <b>OK</b> button.</p> <div><div>OK</div><div>Cancel</div><div>Refresh</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                 |          |               |                   |               |                   |            |          |                                     |   |                                 |      |      |        |            |            |                          |     |                    |      |      |        |            |            |  |       |                              |     |      |        |            |            |  |       |                            |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                                |     |      |        |            |            |  |       |                          |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                     |     |      |        |            |            |  |       |                  |     |      |        |            |            |  |       |              |     |      |        |            |            |  |        |                           |     |      |        |            |            |  |        |            |     |      |        |            |            |  |        |                 |     |      |        |            |            |  |        |                       |     |      |        |            |            |



# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

| Step | Action                                                                                      |
|------|---------------------------------------------------------------------------------------------|
|      | <p>The <b>Related Projects</b> page redisplay.</p> <div> </div>                             |
| 23.  | <p>Click the <b>Save</b> button.</p> <div> </div>                                           |
| 24.  | <p>Sign and date the paper copy of the Federal Agreement and pass it on to be reviewed.</p> |

### Overview of the Review Process

Upon completion of the Contract data entry, the Contract should be reviewed by another user. The reviewer should specifically:

- **Customer ID:** Verify that the Customer ID is correct. If incorrect, submit a helpdesk ticket to have it updated.
- **Contract Start Date:** Ensure that the date was changed to the Federal Authorization date (i.e., the date the Contract was signed).



## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

- **Proposal ID:** Verify the amount entered in this field equals the Total Authorized for the Project plus any Advance Construction Funds. Additionally, verify that the value was entered using the proper currency format.
- **Legal Entity:** Verify that the correct designation was entered/selected.
- **Federal Region Code:**
  - Verify that “03” was entered as the Federal Region Code except for Contracts where all the Appropriation Codes are for Federal Lands. In these cases, verify that the Federal Region Code is “15”.
  - If there are two Contract Lines on the Contract (one with standard Appropriation Codes and the other with Federal Lands Appropriation Codes), validate that the Federal Region Code for the Contract Line that is billing is the one assigned on the **General Information** page.
- **Related Projects:**
  - Verify that the correct Project(s) and Activities (i.e., Phase(s)) are assigned.
  - Verify that the correct number of Activities is listed.
  - Verify that the Effective Date and Rate Set are correct.
- **Transaction Identifiers:**
  - Verify that the Transaction Identifiers and Limit Amounts (i.e., Transaction Limits) are entered correctly.
  - Verify that the Use Sequence Numbers match the order in which the most recent Source Type Priority List specifies.



# Project Accounting Job Aid

## PA353 Creating a Federal Contract (VDOT Only)

### Activating a Contract

To activate the Contract, return to the **General** tab of the **General Information** page.

This section of the Job Aid begins on the **General Information** page (**General** tab). For information and the navigation used to get to this tab, refer to the [Entering Contract General Information](#) section of this Job Aid.

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>The <b>General Information</b> page displays with the <b>General</b> tab displayed by default.</p> <div><div><div>GeneralLines</div><div><div>Contract Number0000002398</div><div>Sold To CustomerFEDERAL HIGHWAY ADMINISTRATION</div><div>*Contract StatusPENDING</div><div>Add to My Contracts</div><div><div>Description</div><div>Contract Admin</div><div>Region Code</div><div>Contract TypeF</div><div>Currency CodeUSD</div><div>Exchange Rate TypeCRRNT</div><div>Contract Signed04/22/2026</div><div>Contract Role</div><div>Revenue Profile</div><div>Use Project ChartFields: <input checked="" type="checkbox"/></div></div><div><div>Processing StatusPending</div><div>Amendment Status</div><div>Business UnitVA Dept of Transportation</div><div>Contract ClassificationGovernment</div><div>Last Amended</div><div>Start Date05/01/2026</div><div>End Date04/30/2028</div><div>Last Update Date/Time04/22/2026 3:25:33PM</div><div>Last Update User ID</div><div>Separate Fixed Billing and Revenue:<input type="checkbox"/></div><div>Separate As Incurred Billing and Revenue:<input type="checkbox"/></div></div></div></div></div> |
| 1.   | <p>Click the <b>Contract Status Look up</b> icon.</p> <div><div>*Contract Status</div><div>PENDING</div><div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

| Step            | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|-------------------|--------|--------|--------|--------|--------|--------|---------------|----------------------|--------|-------------|---------------|--------|--------------|------------------|--------|---------|---------|---------|-----------|--------------------|--------|
|                 | <p>The <b>Look Up Contract Status</b> page displays in a pop-up window.</p> <div><div><div><div><div>Look Up Contract Status</div><div><a href="#">Help</a></div></div><div><div>SetID</div><div>50100</div></div><div><div>Contract Status</div><div>begins with</div><div></div></div><div><div>Search</div><div>Clear</div><div>Cancel</div><div>Basic Lookup</div></div><div><div>Search Results</div><div><div>View 100</div><div><div>&lt;</div><div>&lt;</div><div>1-7 of 7</div><div>&gt;</div><div>&gt;</div></div></div><table><tr><th>Contract Status</th><th>Description</th><th>Processing Status</th></tr><tr><td>ACTIVE</td><td>Active</td><td>Active</td></tr><tr><td>CLOSED</td><td>Closed</td><td>Closed</td></tr><tr><td>FIRE - CLOSED</td><td>Closed For FHWA FIRE</td><td>Active</td></tr><tr><td>FV ACCEPTED</td><td>FHWA Accepted</td><td>Closed</td></tr><tr><td>FV COMPLETED</td><td>Fiscal Completed</td><td>Active</td></tr><tr><td>PENDING</td><td>Pending</td><td>Pending</td></tr><tr><td>WITHDRAWN</td><td>Contract Withdrawn</td><td>Active</td></tr></table></div></div></div></div> | Contract Status   | Description | Processing Status | ACTIVE | Active | Active | CLOSED | Closed | Closed | FIRE - CLOSED | Closed For FHWA FIRE | Active | FV ACCEPTED | FHWA Accepted | Closed | FV COMPLETED | Fiscal Completed | Active | PENDING | Pending | Pending | WITHDRAWN | Contract Withdrawn | Active |
| Contract Status | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Processing Status |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| ACTIVE          | Active                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Active            |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| CLOSED          | Closed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Closed            |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| FIRE - CLOSED   | Closed For FHWA FIRE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Active            |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| FV ACCEPTED     | FHWA Accepted                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Closed            |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| FV COMPLETED    | Fiscal Completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Active            |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| PENDING         | Pending                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Pending           |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| WITHDRAWN       | Contract Withdrawn                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Active            |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| 2.              | <p>Click the <b>ACTIVE</b> link within the <b>Contract Status</b> column.</p> <table><tr><th>Contract Status</th><th>Description</th><th>Processing Status</th></tr><tr><td>ACTIVE</td><td>Active</td><td>Active</td></tr><tr><td>CLOSED</td><td>Closed</td><td>Closed</td></tr><tr><td>FIRE - CLOSED</td><td>Closed For FHWA FIRE</td><td>Active</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Contract Status   | Description | Processing Status | ACTIVE | Active | Active | CLOSED | Closed | Closed | FIRE - CLOSED | Closed For FHWA FIRE | Active |             |               |        |              |                  |        |         |         |         |           |                    |        |
| Contract Status | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Processing Status |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| ACTIVE          | Active                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Active            |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| CLOSED          | Closed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Closed            |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |
| FIRE - CLOSED   | Closed For FHWA FIRE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Active            |             |                   |        |        |        |        |        |        |               |                      |        |             |               |        |              |                  |        |         |         |         |           |                    |        |



## Project Accounting Job Aid

### PA353 Creating a Federal Contract (VDOT Only)

| Step                                                                              | Action                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                   | <p>The <b>General</b> page redispays, with the <b>Contract Status</b> field updated to “ACTIVE”.</p> <div><div>Sold To Customer</div><div>FEDERAL HIGHWAY ADMINISTRATION</div><div>*Contract Status</div><div>ACTIVE</div><div>Q</div></div> |
| 3.                                                                                | <p>Click the <b>Save</b> button.</p> <div><div>Save</div><div>Return to Search</div><div>Notify</div></div>                                                                                                                                  |
|  | <p>The <b>Amend Contract</b> button and <b>Amendments</b> tab are now available. At this point, most of the data fields cannot be modified without creating an Amendment to the Contract.</p>                                                |